

PROJECT ASSIGNMENTS

Project assignments require you to do some research on a particular topic and then prepare a report on the topic. The report may be a written report or it may be delivered as an oral presentation. Some project assignments are completed in a small group to imitate real-life workplace projects that require teamwork.

How do you write project assignments?

Content: Your project will be centred around your research into the topic. For example, you may be asked to research a particular social issue or a specific organisation, so you will need to read about that issue/ organisation and collect relevant information that you can include in your written or oral report. You can use information from your course materials, but you should also look for other sources of information that you can incorporate in your report. You may also be asked to make recommendations, suggestions or create a plan based on your research.

Structure: Generally speaking, a written or oral project report has three main sections:

1. An introduction providing an overview of the topic and the key points that will be covered in the report
2. Three or more sections in the body (with headings) containing the supporting details related to your topic
3. A conclusion including a summary of your main points and findings

Using this general framework, you can create specific headings that relate to your particular project. Often the headings can be created from information in the task description.



Style: The written component of your project needs to be written in a formal and clear style. Some information might be best presented as a table, graph or chart, and these must also be presented professionally.

Oral presentations require a somewhat different approach to written reports. While the presentation may draw on the written report for content, you should not just simply read your written report out loud. Instead, adapt the material so that it is clear and engaging for your audience. You may also need to create appropriate visual aids, such as PowerPoint slides. These should be presented clearly and professionally.

Tip

If you have included information from books and websites in your report or presentation, you should reference the source. This means showing where the information came from. ACAP uses APA style referencing. More information about referencing can be found on the website.

Group work

Many project assignments require you to work in a group, which is good practice for the workplace. However, working in a group can be challenging. For group work to be successful, the group needs to be well organised and have clear communication. Tasks will need to be shared and managed to ensure that the job gets done on time. Here are some tips to help ensure your group project is a success:

- Ensure you exchange contact information (email and phone number).
- Decide right away on regular, mutually convenient meeting times.
- Determine how you will allocate the work. There are many ways to do this, and your group will have to work out how to divide the work of writing, collating, editing and putting the final touches on your work.
- Select appropriate deadline dates and ensure all members are clear about what they are expected to do by when. Often, it's a good idea to put this in writing and email it to the group.
- Always maintain a supportive atmosphere and ensure that everyone contributes.

Task checklist for a group project

We have:

- exchanged contact information
- decided on meeting times/dates
- created a set of ground rules
- analysed the assignment task
- agreed to tasks and responsibilities
- set clear and agreed targets/timelines for each member of the group
- collected the necessary information
- created a respectful environment that values the opinion of others

Reflection on a group project experience

Here is an ACAP student's reflection on working in a group to complete a project.

This was my first experience of working in a group to complete an assessment task. I found the task challenging, rewarding and an experience that encouraged me to self-reflect on my own group work skills. This task highlighted that each person in a group can interpret the task question differently and that it is important to listen and respect different points of view but to eventually come together as a 'team' by researching and sharing information based upon the agreed topic. I have also become aware that each person learns and approaches time restraints differently and that working within a group requires patience and an understanding that people may have different time restraints and priorities to me. This experience in my eyes was very positive. The members of my group shared their own points of view (both personally and based on information researched) and I was able to gain a stronger understanding of the topic we researched with the information they shared with me.

